

	MARICOPA COUNTY SHERIFF'S OFFICE Policy & Procedure	
	Subject COUNTY CREDIT CARDS	Policy Number GE-2
		Effective Date 12-16-02
Related Information	Supersedes GE-2 (10-28-94)	

PURPOSE

The purpose of this Policy is to establish guidelines for the assignment and use of Office-issued credit cards.

POLICY

It is the Policy of the Office that the accountability for Office-issued credit cards shall be the sole responsibility of the individual to whom the card is issued.

DEFINITIONS

None.

PROCEDURES

- I. **Credit Cards:** Office-issued credit cards shall be issued through the Financial Management Bureau.
 - A. Maricopa County Sheriff's Office credit cards shall be used for travel and fuel purchases only. Purchases of any other type require the approval of the Chief Financial Officer.
 - B. The cardholder must maintain an individual cardholder file for at least three years. These files are comprised of a transaction log, transaction report, all receipts, and the monthly bank statement.
 - C. On the first business day after the fifth of the month, transaction logs shall be signed and forwarded to Sheriff's Finance for processing.
 - D. Each month all purchases listed on the transaction log must be reconciled against the individual account statement distributed by the Finance Division. Once reconciled, the cardholder and his supervisor must sign the report. A copy of the report is then sent back to the Finance Division while the original is kept on file by the cardholder.
 - E. Original travel and extradition receipts shall be forwarded to the Trip Desk. Copies of the receipts shall be maintained by the cardholder in their credit card folder with "Original in Travel File" noted across the top of the copy.
 - F. Missing credit cards will be immediately reported to the issuing bank and the Finance Bureau Card Administrator by telephone. A written report shall then be forwarded, as soon as possible, through the respective chain of command to the Finance Bureau Card Administrator. The cardholder will be responsible for making proper notification to the appropriate credit card

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company. Damaged cards will be reported in writing, as soon as possible, through the respective chain of command to the Finance Bureau Card Administrator.

- G. If an employee is terminated, resigns, or retires, credit cards as well as the credit card folder for that employee shall be turned into the Finance Bureau Card Administrator.

➤ 2. **Oil Company Credit Cards:** In most cases, oil company credit cards are only issued to the Special Investigations Division. All personnel issued an oil company credit card shall return the original receipts and the charge slips to Finance. When the card is no longer needed, it shall be the cardholder's responsibility to return the issued card to the Special Investigations Division Commander.

- A. Individual requests for a long-term assignment of an Office issued oil company credit cards must include written justification, and be forwarded to the bureau commander through the respective chain of command. Upon approval, the request will be forwarded to the Chief Deputy for final authorization.

- B. Prior approval from Equipment Services, or the employee's supervisor, and the Maricopa County Sheriff's Office Chief Financial Officer is required if a banking or oil company credit card is to be used for vehicle maintenance or repair purchases, or anything other than gas or oil. Credit card receipts shall contain the county vehicle number, license plate number, unit price of merchandise, number of items purchased current mileage of the vehicle, and total amount of the purchase. The receipt shall be accompanied by a memorandum containing the following information:

- 1. The name and serial number of the person making the purchase.
- 2. The date and time of purchase.
- 3. The part repaired or replaced.
- 4. The name of the person who authorized the purchase.

3. **Telephone Credit Cards:** The Telecommunications Technology Division will issue telephone credit cards. Division commanders will be responsible for the telephone credit cards issued to their divisions. Each employee issued a card will be responsible for its use.

- A. Personnel requesting the use of a telephone credit card must submit a request to Telecommunications Technology through their chain of command.
- B. Missing telephone credit cards will be immediately reported to Telecommunications Technology by telephone. A written report will then be forwarded through the respective chain of command to Telecommunications Technology as soon as possible. Telecommunications Technology will be responsible for making the proper notification to the appropriate telephone card company.
- C. Damaged telephone credit cards shall be reported in writing to Telecommunications Technology as soon as possible, through the respective chain of command.